

Corey A. Wilson

(b) (6)

Procurement Analyst **Agile Contracting...Contract Negotiations...Digital Services**

Detail-oriented procurement professional with exceptional interpersonal abilities, public relations, and IT Acquisition experience. Other skills include:

Agile Contracting	Government Contracting	Leadership/Management
Strategic Thinking	Coaching/Mentoring	Contracts Review
Innovative	Project Management	Problem Solving
Public Speaking	Customer Service	Contract Negotiations

Relative Work Experience

07/10 – Present **U.S Environmental Protection Agency (EPA), Washington, DC**

11/2016 – Current: **Procurement Analyst, Office of Environmental Information**

Currently serving as a procurement subject matter expert and agile contract strategist for the Office of Environmental Information's Digital Services and Technological Architecture (ODSTA). Specifically, the depth of work has included providing procurement strategy and guidance on agile focused procurements and training for OEI and its customers.

Current duties include but are not limited to:

- Writing and editing requirements documents; e.g. SOO updates, IGCE, and market research reports;
- Facilitating meetings with industry and the program in the areas of agile coaching, training, and effective use of the agile methodologies;
- Leading think tank sessions on ordering procedures, measures of success, and total impact, and post award functionality.
- Advising and briefing senior management on contract types, progress of existing projects, and corresponding with the Chief Information Officer (CIO).
- Fielding vendor inquiries, and ensuring federal regulations are adhered to.

7/2010 – 11/2016 Contracting Officer/Specialist

Warranted Contracting Officer with exceptional writing and critical thinking skills, proven knowledge, experience, and certified FAC-C level 3 within the Office of Acquisition and Resource Management; handling IT procurements from cradle to grave.

References available upon request

Successful completion of all 1102 functions at the GS 9, 11, 12 and 13 levels, with contract administration responsibilities in excess of \$22Million as a member of the Information Resource Management Procurement Service Center.

Key highlights include but are not limited to:

- Selection by the former Head of Contracting Authority (HCA) and completion of the OMB U.S Digital Services 'Digital Acquisition and Technology Program' (DITAP); one of only 30 Contracting Officers throughout the U.S. Federal Government to complete the inaugural OMB U.S Digital Services Pilot Program and receive specialized training in agile contracting. (Feb 2006)
- Session Speaker at the ACT/IAC Acquisition Excellence 2016 conference; "*IT Contract Support: From Waterfall to Agile.*" (March 2016)
- Gained proficiency in Agile contracting; as a function of Agile Software development in technical government requirements. (February 2016)
- Selected to serve on a 4-month detail (July '15 – October '15) as a Team Leader within the Administrative Services Contract Center; leading a team of 3 warranted Contracting officers and a specialist. Assigned workloads, discussed acquisition approaches, de-escalated intense situations leading to greater efficiency and cost savings; while advising on improving program office relations.
- Chosen to attend and participate in the Region 5 CMAT reviews in Chicago, IL (5/11-5/16/2015). Thoroughly reviewed contract files for accuracy and documentation of required information; as per agency and FAR regulations. Upon return to the HQ office, contributed to a comprehensive report documenting findings and trends, lending itself to overall contract proficiency.
- Awarded a service award for contributions and assistance to other service centers aiding in moving a Conference and Meeting Planning procurement forward under intense deadlines for the National Procurement Service Center. (2014)

Other duties functions performed:

- Provided ongoing assistance and mentoring of junior contract specialists along with day-to-day administration of contracts and task orders for IT related requirements.
- Organized and facilitated Government Wide Acquisition Contract (GWAC) training for headquarters office IT staff, as well as 3 remote regional offices along the east coast (12/2/2014)
- Pre-Award Functions: Received Procurement Initiation Notification (PIN) packages and reviewed with Contracting Officer's Representative (COR) and Contracting Officer; Prepared Determination and Findings and Justifications for Other Than Full and Open Competition (JOFOCs); Prepared and issued Request for Proposals (RFPs) for procurements for budget support services and application support services; Checked past performance references cited by offerors and completed past performance evaluations; Assisted in and independently completed preparation of source selection documents.

References available upon request

- Post-Award Functions: Prepared contract modifications to execute actions to increase funds, change key personnel or contract administration representatives, and exercise optional periods; Reviewed and issued contract and purchase order modifications.
- Contract Administration: Administered firm fixed price and labor-hours type contracts; Executed incremental funding modifications; Completed contract modifications involving de-obligations and re-obligations; Exercised option periods.
- Simplified Acquisitions: Supported the EPA program offices with the purchase of supplies and services, specifically Information Technology related requirements such as IT hardware, software, programming services, database services, software maintenance, office machines hardware and support, and other IT related activities.
- Procurement Methods: Procured items and services in accordance with sources as described in PAR Part 8 through wholesale supply sources, Federal Supply Schedules, and commercial sources. Solicitations have been issued using various methods such as direct contact with vendors, reverse auctions such as FedBid.com, and government sites such as GSA E-Buy.
- Completed Procedures: Followed Office of Acquisition Management policies and procedures in acquisition related activities including the following:
 - Conducted meetings with project officers and EPA management to discuss issues surrounding new requirements and existing contracts.
 - Issued combined synopsis/solicitations as well as sole source synopsis to the Government Point of Entry (GPE) and published notices to the OAM website.
 - Issued Request for Quotes to prospective vendors and made timely responses to issues and questions regarding the solicitation.
 - Prepared documentation such as Source Selection Memorandum and Price Reasonableness Determinations. Issued Purchase Orders, Delivery Orders, GSA FSS delivery and task orders, and BPA call orders.
 - Prepared administrative and funding related modifications.

12/04 – 03/10 Council for Advancement and Support of Education (CASE), Washington, DC

Project Manager

Reporting directly to the Vice President of Membership, Marketing, and External Relations, the core functions were essential to the organization's efficiency, and were pursuant to achieving a centralized location for real-time data for analysis. Contract functions included contract analysis of contract terms and conditions in excess of \$15mil. Additional contract functions of standardizing the company requirements for which the organization was requesting proposals from vendors on eCommerce, conference registrations, and help desk services.

- Facilitated timely data flow to and from contracted vendors serving CASE in eCommerce transactions including overall product sales, professional development registrations, and career center postings.
- Reviewed and analyzed 6 major vendor contracts used in developing standardized language conducive to contract terms; involving extensive market research and analysis.
- Communicated with the incumbents of the 6 major vendors on specific deliverables and requests; in an effort to streamline processes and improve efficiency.
- Conducted reports and worked on customized reporting systems to identify trends in the market and member participation.
- Contributed to the development of management reports to track sponsorship and exhibit sales, and advertising sales.
- Critically analyzed spending data to identify the most engaged member institutions.
- Provided raw data used to Assisted with creation of interfaces for marketing research data.

Member Service Center Manager

As a director level manager, I ensured that all my direct staff and members were well informed of all products and services produced by the headquarters office in Washington, D.C, and our two international offices in London and Singapore. Contract functions included my participation with executive staff to draft the request for proposal on the organization's major VOIP telephone upgrade from an antiquated analog system. As part the leadership team for this effort, attended several site visits for product demos and negotiations for the intricate IT details. Additional contract duties included reviewing the proposals and evaluating them, as well as the selection and implementation of the system with staff. Other functions related to my current IT contract work extends to my work with my International colleagues in London and Singapore on the application and maintenance of the conference attendee database and other processes.

- Managed all day-to-day operations and oversight of the Member Service Center; including hiring, training, documenting
- Participated in executive team to transition from analog to VOIP telephone system, including preparation of the RFP, review of final proposals, and site/demo visits.
- Assisted in writing organizational requirements for various programs, and trade shows specifications.
- Aided in the recruitment and retention efforts of over 60,000 members.
- Worked closely with two international offices in London and Singapore on standardizing policies and office practices for engaging members.
- Developed and maintained accurate performance reporting; and provided reports to the vice president, assuring service levels are consistently achieved.
- Managed department budgeting process, and supervised two coordinator level staff.
- Travelled to and assisted with regional meetings throughout the country
- Helped retain and recruit for an association of 60,000 members.
- Revitalized a department to improve member services by 33%.

- Provided vital feedback instrumental in the launch of the new company website (9.1.09)

03/03 – 12/04 **Research Triangle Institute, Greenville, NC**

Team Leader/ Supervisor

As a team leader with the Research Triangle Institute, my role was to manage the data collection integrity of our agents/Telephone Interviewers (TIs). A large portion of my job was to ensure respondents were being informed of all of their pertinent rights regarding their participation and privacy in various telephone interviews/surveys. My written analysis was critical to the data collection process, as well as coaching employees,

- Translated observations of call-center employee performance into well-formulated written feedback, accompanied by verbal reinforcement.
- Provided supervision and coaching for 30 – 60 inbound and outbound call-center employees.
- Administered project certifications and assisted with training of new employees in the development of their customer service skills, technical support, and system proficiency
- Assisted in overseeing the production floor to ensure quality in the data collection process using the latest Voice Over Internet Protocol (VoIP) technology

05/02 – 08/02 **Northern Virginia Beverage Co, Springfield, VA**

Advertising Representative (summer position)

- Consulted with restaurant general managers on how to more effectively market NVBC's products; from product placement to marketing strategies within the establishment.
- Polled clients to determine customer reaction to new product lines.
- Organized files to efficiently plan for future meetings with clients.
- Built relationships with clients by providing exceptional customer service.

09/00 – 12/01 **Survey Research Lab, East Carolina University campus**

Shift Supervisor

- Evaluated employee performance, and provided appropriate coaching for improvements.
- Supervised nearly 25 call center employees.
- Conducted various telephone surveys through eastern North Carolina.
- Communicated daily with lab management, staff and survey respondents.

EDUCATION

Coursework; MBA/Public Administration, Strayer University, Woodbridge, VA
BS, Applied Economics, East Carolina University, Greenville, NC, 2003